



CITY OF HOUSTON

Job Posting

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Applications accepted from: ALL PERSONS INTERESTED

Job Classification DEPUTY ASSISTANT DIRECTOR (EXE-LEVEL)
Posting Number PN# 101611
Department Department of Public Works & Engineering
Division Public Utilities Division
Section Wastewater Operations Branch
Reporting Location 4545 Groveway
Workdays & Hours M - F, 8:00 a.m. – 5:00 p.m.*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Directs managers in the coordination, implementation, administration and operation of the Wastewater Operations Collection Systems Operations and Maintenance Section. Manages and directs managers, reviews operations and establishes objectives within the section. Acts as liaison to other departments, government agencies and the private sector. Establishes policies, procedures, guidelines and project schedules. Reviews and evaluates correspondence and various proposed ordinances and plans. Manages, trains, develops, counsels and evaluates staff performance. Coordinates the preparation, implementation and monitoring of the budget and expenditures. Assists in the design and implementation of special systems, plans and projects. Researches, reviews and evaluates new data, reports, products and other information. Develops and interprets codes, ordinances and specifications.

WORKING CONDITIONS

This position is physically comfortable; the individual has discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor’s Degree in Business Administration, Public Administration or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

Seven (7) years of administrative experience is required, with at least three (3) of those years in a supervisory position. A Master’s degree may be substituted for two (2) years of experience.

MINIMUM LICENSE REQUIREMENTS

Valid Texas Driver’s License and compliance with the City of Houston policy on driving (AP 2-2).

PREFERENCES

None

SELECTION/SKILLS TESTS REQUIRED

None

However, the Department may administer a skill assessment evaluation.

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range – Pay Grade 30
\$1,999 - \$2,884 Biweekly \$51,974 - \$74,984 Annually

OPENING DATE

November 17, 2004

CLOSING DATE

Open Until Filled

APPLICATION PROCEDURES

Original applications only with resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., First Floor. TDD Line phone number (713) 837-9496. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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